CRG.331e
31
CD 218/5
CD 208/5
CD 227 (K)
23.5, 15.5, 32

सत्यमेव जयते

SYLLABUS

FOR

MUKHYA SEVIKAS

(Women Extension Workers)

905
1935
371.3
GoI

MINISTRY OF COMMUNITY DEVELOPMENT

GOVERNMENT OF INDIA

OCTOBER, 1958

INDEX

Page No.

1. Members of the Syllabus Committee. .. 3
2. Training Schedules. .. 4
3. Time Schedule for Orientation Training .. 5
4. Time Schedule for Job-Training. .. 6
5. Terms of Admission. .. 7
6. Contents — Orientation Training. .. 8
7. Contents — Job Training. .. 9
8. Important Recommendations. .. 11
9. Syllabus for Orientation Training in Community Development. .. 12
10. Orientation Training for Mukhya Sevikas. .. 16
11. Job-Training for Mukhya Sevikas. .. 18
    a) Theoretical Work. .. 20
    b) Practical Work. .. 25
    c) Field Work. .. 28
12. Broad Outline for Training of Gram Sevikas. .. 30
13. Brief Outline of the Job-Chart of Mukhya Sevikas .. 32

CD 218/5
CD 208/5

MEMBERS OF SYLLABUS COMMITTEE

(met on the 1st & 2nd August, 1958)

Chairman :	Smt. Indira Gandhi.
Members :	Kumari Sushilla Pai, Secretary, Kasturba Trust, Indore.
	Dr (Mrs) R. P. Devadas, Chief Home Economist, Ministry of Agriculture.
	Miss Ellen L. Moline, Programme Adviser in Home Economics, Ford Foundation.
Member Secretary :	Dr (Miss) P. Das, Director of Women's Programme, Ministry of Community Development.

The following also attended the meeting :

1. Mrs. Nita Neelam, Regional Adviser (Home Economics) for S.E. Asia, F.A.O. (By invitation).
2. Shri S. C. Roy, Commissioner (Training), Ministry of Community Development.
3. Shri S. L. Khurana, Deputy Secretary, Ministry of Community Development.
4. Shri A. Prakash, Deputy Secretary, Ministry of Community Development.
5. Shri K. P. Misra, Under Secretary, Ministry of Community Development.
6. Shri U. C. Ghildyal, Pricipal, Trainers' Training Institute.
7. Shri M. C. Nanavatty, Director (Social Education), Ministry of Commuinty Developmet.
8. Shri A. N. Sehgal, Art Consultant, Ministry of Community Development.

Shrimati Deshmukh, Chairman, Central Social Welfare Board and Shrimati Jamuna Bai, Director, Women's Welfare, Andhra expressed their inability to attend the meeting.

2. TRAINING SCHEDULE FOR ORIENTATION AND JOB-TRAINING OF MUKHYA SEVIKAS

(WOMEN EXTENSION WORKERS)

			Total	*Working days*	*Hours*
1. Orientation Training.	1 month	=	30 days	30	180
2. Job-Training (including theory, practical and field work).	9½ months	=	288 days	219	1,314
Total period of training	10½ months	=	318 days	249	1,494

Sundays & Holidays.	..	66 days
Arrival and Departure	..	3 days
Total :		**69 days**
Balance working days.	..	249 days

3. TIME SCHEDULE FOR ORIENTATION TRAINING OF MUKHYA SEVIKAS

(WOMEN EXTENSION WORKERS)

1 month Course

Total working days .. .. .. 30 days.

(Sundays and Holidays to be adjusted in Job-training)

4 *to* 5 *days* may be set apart for observation and study tours which will need preparation before and after with discussions to follow the visits.

About 6-7 *periods per week* to be allowed for reading and reference.

10-12 *periods* may be set aside for special talks on Orientation and for Seminars, debates and discussions on some of the more important topics in the Orientation Course.

Each period is for 50-55 minutes including question time.

Each working day is calculated in terms of 6 hours with short breaks in between periods and recesses.

4. JOB-TRAINING OF MUKHYA SEVIKAS

(WOMEN EXTENSION WORKERS)

Time Schedule (9½ months course)

	Theory	*Practical*	*Field*	*Total (App. Hrs.)*
Introduction and methods	—	—	—	45 hours
Job No. 1.	73	69	69	211
Job No. 2.	58	49	49	156
Job No. 3.	72	59	64	195
Job No. 4.	67	74	59	200
Job No. 5.	47	49	39	135
Job No. 6.	42	44	44	130
Job No. 7.	48	44	34	126
Job No. 8.	43	39	34	116
Grand Total:	450	427	392	1,314

Each period is for 50-55 minutes including questions and answers.

Each working day is calculated in terms of 6 hours with short breaks in between periods and recesses.

Each week should allow 10-12 periods for reading and library assignment.

Recreational and cultural programmes for the trainees are to be organised outside these working hours.

5. TERMS OF ADMISSION

Qualifications : Preferably Graduates. As some of the State Governments are experiencing great difficulties in securing the services of Graduate girls for the job of Women Social Education Organisers, it is recommended that if *suitable* graduates are not available, intermediates may be considered and in exceptional cases also matriculates. Preference should be given to those who have at least three years' experience of village work. *Expectant mothers and physically unfit women should not be selected.*

Age : The age limits for the candidates may be fixed at 20 to 40 years but preference may be given to those between 25 to 35 years of age.

Selection Board : The initial selection of the candidates should be made by a selection board consisting of the following :

a) Development Commissioner.
b) Director of Social Education Organisers' Training Centre in the State or if there is no centre, then of the centre in the nearest State.
c) Director of Public Instructions or Director of Public Rural Welfare.
d) Two Women Social Workers in the State.
e) A representative of the State Social Welfare Advisory Board.

The Board for finalising the selection should consist of the following :

a) Development Commissioner.
b) Chairman of the State Social Welfare Advisory Board.
c) Director of Education or Public Instructions

d) Principal of the Agricultural Extension Training Centre.
e) Director of Social Education Organisers' Training Centre
f) Principal of the nearest State Orientation Training Centre (of the Ministry of Community Development).

---

6. CONTENTS—ORIENTATION TRAINING

		No. of periods	*Page No.*
A.	Introduction to Rural life ..	41	15
B.	Social Sciences	37	15
C.	Extension & Social Education ..	32	15
D.	Other activities	70	15

It is recommended that the field work to be done in the village may be deleted from Orientation Training Course.

7. CONTENTS—JOB-TRAINING

		No. of hours	Page No.
INTRODUCTION		45	17
Job No. 1. To promote and develop in village women an urge for better living. Improvement of the home and the community.	Theory	75	18
	Practical work	70	23
	Field work	70	26
Job No. 2. To organise and promote family and child welfare activities.	Theory	60	18
	Practical work	75	25
	Field work	60	26
Job No. 3. To establish Women's Organisations, through cultural and re-creational and other programmes.	Theory	75	19
	Practical work	60	23
	Field work	65	26
Job No. 4. To promote education for girls and improve the standard of living through some economic programme, such as crafts.	Theory	70	19
	Practical work	75	23
	Field work	60	26
Job No. 5. To help village women to improve agriculture and allied practices.	Theory	50	20
	Practical work	50	23
	Field work	40	27

Job No. 6.

To prepare and learn the use and maintenance of audio-visual aids.

Theory	45	20
Practical work	45	24
Field work	45	27

Job No. 7.

a) To develop minimum programme for women and children and the family and to prepare work plans in co-ordination with the village community and other extension workers.

b) To establish working relationship with other organisations active in the same field e.g. Sarvodaya, Bharat Sevak Samaj etc.

c) To participate in peoples programmes such as Panchayats, Co-operatives etc.

d) To guide and supervise the women field staff and the women and children's programme.

Theory	50	20
Practical work	45	24
Field work	35	27

Job No. 8.

A. (a) To evaluate the programme.

(b) To assess the work of other women workers helping with the programme.

(c) To evaluate their own work.

B. To maintain records, registers, accounts etc., and to write reports.

Theory	45	21
Practical work	40	24
Field work	35	27

P.S. It is recommended that no field work be started until six to seven weeks of training has been given to the trainees.

8. IMPORTANT RECOMMENDATIONS

1. Candidates who are either graduates or have passed the Intermediate may be trained separately from those who are below Intermediate. For the latter, training may be through the medium of the regional language, if possible. Such separation is desirable since wide discrepancy in academic qualification would make it difficult for the teacher to find a level suitable for both groups.

2. The field work to be done in the village may be deleted from Orientation Training Course.

3. No field work be started until six to seven weeks of training has been given to the trainees.

4. Separate training centre for women workers should be set up and the maximum number of trainees at each centre should not exceed 40.

9. SYLLABUS FOR ORIENTATION TRAINING IN COMMUNITY DEVELOPMENT

1. *Preamble* — 5 talks

The main purpose of imparting this basic training in Community Development is to ensure that all the functionaries, who have to work at the block level, get a common understanding of the objectives, methods and ways of measuring progress of the Community Development Programme. The objectives of the programme have recently been redefined as follows :

"To promote the all-sided development of the village community, including their economic, political, social, cultural and moral development; in particular :

a) to develop a spirit of community life among the people by promoting co-operation and mutual sharing, leading ultimately to voluntary community ownership of the basic means of production, such as land, and fulfilment by the village community of responsibility for the welfare, employment and livelihood of all its members;

b) to make the village self-sufficient, in the primary needs of life, such as food, clothing and shelter and to promote the development of each village along with the development of the local area of which it forms part; and

c) to develop self-reliance in the individual, and initiative in the community so that the people are able to manage and run their affairs themselves and make the village self-governing units of the larger Indian democracy.

Six years of experience of the programme has confirmed that the methods of Community Development must be those of extension education. These methods jointly with the programme that is being undertaken should promote the objectives stated above. In the scheme of extension education the approach has to be made through the *Village family* and the *village community*. Put in more concrete terms the task is to :

A. Encourage, motivate and assist *village families* to develop and execute individual farm and home plants which will

increase agricultural production,
improve housing, sanitation, nutrition,
improve incomes and general living conditions.

B. Encourage, motivate and assist *village communities* to build up effective panchayats, co-operatives, schools and voluntary adult and youth organisations so that they can help plan and execute programmes which will :

1) improve village agricultural production, credit and marketing facilities;
2) improve village health services and practices;
3) improve educational facilities and quality of education, and raise the status and economic well-being of the village teacher;
4) provide employment opportunities for the landless labourers and those with small holdings who can at best be only partly employed on the land;
5) motivate all people to work together without regard for caste, creed or status, in a continuous effort to re-build as "images of India" all its villages.

These objectives should be constantly before those who present this basic training course. They should be the constant focus of each development worker, whether administrative or technical, as he takes this course, and as he goes back to work for the advancement of India's rural people.

It should be apparent that if the staff trained in community development is successfully to help the Nation realise those objectives, it follows logically that in all training and all work in the field the emphasis must be placed on the village family and the village community.

It also follows logically that the progress and achievements of community development must be measured against these objectives. We can measure and judge the success of our training and performance in community development only by asking : how well are we helping the *village family* and the *village community* to assume an increasing

responsibility in planning, organising and executing programmes for continuous growth—economically, socially and culturally?

We have at all times to keep our training, our efforts, our thinking, our tests of performance, fixed upon these goals.

Work among Women and Children in Community Development Blocks as Co-ordinated with Central Social Welfare Board

Defining Field of work :

The field of work for the woman worker for the co-ordinated programme with Central Social Welfare Board in the Community Development Blocks will be as defined by the Project Implementation Committee jointly constituted with the State Government and the State Development Commissioners' Department.

The "Project" or the programme planned and executed by the Project Implementation Committee is essentially of the nature of a "Welfare" project, with a bias towards "Welfare Services".

At this stage of development of the programme for women and children and at the present level of backwardness of women and children, there is perhaps a need for including the "welfare" aspect of the programme to compensate for the handicap first, before the programme can be on par with the rest of the programme for the community development through community effort, although the one should not exclude the other.

Any scheme for the development of Women and Children while necessarily forming an integral and essential part of the whole scheme would however have to be so designed as to emphasise certain specific aspects of the programme that would meet the peculiar social, cultural and economic needs of the village women and to fit into the specific situation in which any particular group of women is to be found.

The programme of work among women and children therefore will not be so much a job to be done separately, without any reference to the rest of the total programme or without any co-operation with other extension workers in the block but as a specific emphasis on certain aspects of the programme for community development.

The function of the woman worker in the field will be some what different from that of the present woman SEO employed in the CD|NES Blocks.

The woman worker in this co-ordinated programme will cover roughly half the area of the block, including approximately 50 villages with 7-10 welfare project centres. The other half of 50 villages will be under the 'Mukhya Sevika' of C.S.W.B.

THE TRAINING COURSE AND THE SYLLABUS

The daily routine should not be so packed as to leave little time for assimilation. There should be very brief intervals in between lessons and necessary break between long hours starting from early morning till late in the evening.

Definite time should be given for practical work including field work.

The entire syllabus should be so orientated that the trainees understand that whatever they are learning is not only for acquiring knowledge and skill for themselves, but for passing it on to the rural people. It is essential therefore that primary emphasis on all subjects should be on practical demonstrations and discussions as to how to get this knowledge and skill across to the rural people. Every topic should be treated, therefore, not as for lecture but for discussion especially in regard to the practical issue i.e. how to make the villagers understand and be interested in and where necessary take action in it.

10. ORIENTATION TRAINING FOR MUKHYA SEVIKAS

(WOMEN EXTENSION WORKERS)

A. *Introduction to Rural Life (including Civic and Rural Economics)* — 41 *periods*

1. Salient features of Indian culture and civilization including folk arts. — 6 ,,
2. Historical growth of the Freedom Movement. — 3 ,,
3. Our country and our Government—our Constitution. Its salient features, Fundamental Rights and directive principles. Social legislations concerning women and children. — 8 ,,
4. Village administration and village institutions —Panchayats. Administrative set-up from the village to the centre. — 5 ,,
5. Social instincts and its fulfilment—rights and duties of citizenship. — 2 ,,
6. Concept of planning—salient features of the First and the Second Five Year Plans — 4 ,,
7. Thrift and Saving—Small Saving Scheme. — 2 ,,
8. Co-operatives, its principles, forms and methods —its economic and social significance. — 4 ,,
9. Leading political, social, cultural and particularly Women's organisations in the country—their objectives and methods in terms of village welfare. Central Social Welfare Board, Kasturba Trust, Sarvodaya, Gram Dan and Bhoodan Movements. — 4 ,,
10. Unemployment and under-employment amongst Women—means of gainful employment—cottage and Small Industries and handicrafts. — 3 ,,

B. *Social Sciences:* — 37 *periods*

1. Indian Rural Society—its structure and problems—its distinguishing features—caste sys-

tem—customs and traditions—social evils. Role and status of women in the village society.	8 ,,
2. Introduction to Social Psychology—salient features of Indian rural psychology—principles of social organisation. Role of religion in community life.	7 ,,
3. History of rural welfare services in India.	6 ,,
4. Problems of backward classes and tribal people.	3 ,,
5. (a) Introduction to methods of investigation	6 ,,
(b) Different approaches to rural work—Gandhian approach.	7 ,,
C. *Extension and Social Education* :	32 *periods*
1. History of extensive work in India. Principles, techniques and methods of village extension services.	15 ,,
2. Community Development Programme—its principles, philosophy and genius; its multi-purpose concept and character.	3 ,,
3. The new concept of social education—its aim, meaning and content.	7 ,,
4. Women and children's programme in the block. Role of women in Community Development Programme.	7 ,,
Total	110 *periods*

D. *Other activities* :

4 *to* 5 *days* may be set apart for observation and study tours which will need preparation before and after with discussions to follow the visits.

10-12 *periods* may be set aside for special talks on Orientation and for Seminars, debates and discussions on some of the more important topics in the Orientation Course.

About 6-7 *periods* per week to be allowed for reading and reference.

11. JOB-TRAINING FOR MUKHYA SEVIKAS

(WOMEN EXTENSION WORKERS)

Theory (1-8) .. .. .. 450 Hours.
Practical and Field Work (1-8) .. .. 819 Hours.

INTRODUCTION —Total **45 Hours.**

1. Introduction (10 Hours.)
   1. Brief outline of Indian History with particular reference to social life of the people and place of women in society.
   2. Role of religion in community life—place of women in religious ceremonies, religious festivals and their significance.
   3. Planning and implementation of the development programme by the people themselves.

2. Methods 35 Hours.
   1. (a) General principles of working with people—individuals, groups, communities, masses.
      (b) Methods of working with groups—group work methods—technique of working through group discussions and seminars.
      (c) Methods of working with communities—Community Organisation.
      (d) Method of working with individuals case-work methods, home visits, family approach.
   2. Methods of establishing sound community relations and communal harmony.
   3. Methods of organising and promoting social and cultural activities for women; locating and developing leadership among progressive village women such as "Gram Lakshmies".
   4. Methods of ascertaining needs of the village people, making simple surveys educational, social and economic conditions.

I—THEORETICAL WORK

(JOB-TRAINING) 1—8

MUKHYA SEVIKAS

(Women Extension Workers)

JOB NO. 1—(Total 211 Hours)

Job No. 1

To promote and develop in village women an urge for better living. Improvement of the home and the community.

Theoretical Work. **73 Hours.**

1. Home as the centre of family activities and the unity of community life. Decoration and beautification of the home.
2. Importance of cleanliness—personal and environmental hygiene; sanitation and health education; light and air in the house, smokeless chula. Common communicable diseases and their prevention. Control of flies, insects, and other pests. Disposal of waste, compost and Soak pits, latrines and wells.
3. Food and nutrition—local food habits—what food does for us—improvement of diet, balanced diet, preservation of food ; drinking water.
4. Selection and care of clothing.
5. Home management and family relationships.

JOB NO. 2—(Total 156 Hours)

Job No. 2

To organise and promote family and child welfare activities.

Theoretical Work. **58 Hours.**

1. Mother-craft, pre--natal and post-natal mortality at childbirth, child care; infant mortality and its causes. Family planning. Home nursing and First-Aid.
2. Diet for children; for the sick and aged; needs of the undernourished groups.
3. Child psychology—physical, mental and emotional growth of children upto the age of ten; special care of infants; home visits for guidance. Balwadis, creches and nurseries for children upto six, elementary knowledge about the principles of kindergarten and montessori methods—baby shows and their importance. The child as a future citizen.
4. Children's parks and play centres—their use and maintenance. Balsabhas and hobby centres, children's museum, Shishu Mandirs. Individual and group activities for children, scouting and guiding for young people.
5. Excursions and picnics, sports and games, drama and music etc., their social and educational value.

JOB NO. 3—(Total 195 Hours)

Job No. 3.

To establish Women's organisations, through cultural and recreational and other programmes.

Theoretical Work. .. .. **72 Hours.**

1. Joint family system—family relationships, honoured position of the Women in ancient India—later decline in their status, present awakening among Indian Women, women as nation-builders.
2. Cultural heritage of India—place of folk music and folk dances in community life—gathering for kirtans bhajans and kathas —how to utilise such gatherings for forming Mahila Samities (Women's organisation).
3. Aims and objectives of Mahila Samities, equipment required. Role of Mahila Samities in village community. Role of "Gram Lakshmies" in Mahila Samities.
4. Participation of women in the community centre—its need, aims and objectives; women's programme on the radio, radio-listening groups.
5. Excursions and trips—their educational value.
6. How to organise women's camps for village women, especially for Gram Lakshmies; Bharat Sevak Samaj and other social work camps, their aims and objectives.

JOB NO. 4—(Total 200 Hours)

Job No. 4.

To promote education for girls and improve the standard of living through some economic programme, such as crafts.

Theoretical Work .. .. **67 Hours.**

1. The need for education of girls and women.
2. Adult literacy among women and its history in India.
3. Lack of interest regarding literacy for women, motivating women for literacy; pre-literacy work, need for literacy through craft and other activities. Duration and objective of literacy courses.
4. Need for follow-up and literature for neo-literates, liberty services and reading rooms, exhibitions and competitions.
5. Problems of enrolment and attendance of girls in schools. Co-education in primary schools.

6. Crafts—especially weaving, spinning, including that of niwar and durries, baskets, and soap-making; general idea of the work of the Khadi and Village Industries and Handicrafts Board.

JOB NO. 5—(Total 135 Hours)

Job No. 5.

To help village women to improve agriculture and allied practices.

Theoretical Work. **47 Hours.**

1. The urgency for improved methods in Agricultural and allied practices.
2. Improved seed and use of fertilisers; making and filling up of compost pits.
3. Elementary knowledge of minor irrigation, and its importance for cultivation.
4. Improved methods of sowing.
5. Care of cattle, poultry, piggery, fisheries, bee-keeping etc., (according to regional conditions).

JOB NO. 6—(Total 130 Hours)

Job No. 6.

To prepare and learn the use and maintenance of audio-visual aids.

Theoretical Work. **42 Hours.**

1. Psychology underlying the use of audio-visual aids, importance of auditory and visual experiences, different types of audio-visual aids and their working knowledge.
2. How to select and use simple aids like posters, charts, khadi graphs, flannel graphs, flashcards, slides etc.
3. Principles of publicity and its techniques—organisation of publicity, information and demonstration programme for rural area. Application of traditional rural arts in preparing visual aids.
4. Exhibition—its organisation and educational value. Need for encouraging rural arts and crafts. Simple rules regarding how to exhibit with indigenous materials.

JOB NO. 7—(Total 126 Hours)

Job No. 7.

(a) To develop minimum programmes for women, children and the family; to prepare work plans in co-ordination with the village community and other extension workers.

(b) To establish working relationship with other organisation active in the same field e.g., Sarvodaya, Bharat Sevak Samaj etc.

(c) To participate in peoples programmes such as Panchayats, Co-operatives etc.

(d) To guide and supervise the women field staff and the women and children's programme.

Theoretical Work. **48 Hours.**

1. Administrative set up in Community Development and Social Welfare Projects. Roles of Extension workers. Co-ordination at the field level and securing co-operation from official and non-official agencies.
2. The Social Welfare Advisory Board at the State level and its programme.
3. Techniques of supervision—staff meetings, their aims and objectives and how to conduct them.

JOB NO. 8—(Total 116 Hours)

Job No. 8.

A. (a) to evaluate the programme.

(b) to assess the work of other women workers helping with the programme.

(c) to evaluate their own work.

B. To maintain records, registers, accounts etc., and to write reports.

Theoretical Work. **43 Hours.**

1. Meaning of "Evaluation", how it is done and what is to be the "follow-up".
2. Need for planning—what is "democratisation" of programme and administration. Techniques of programme planning.
3. Office routine and procedure—reports, records etc., and their usefulness. Maintenance of equipments, store and work-kits, Correspondence.
4. Budgeting.

II—PRACTICAL WORK.

JOB-TRAINING 1—8

MUKHYA SEVIKAS

(Women Extension Workers)

Practical Work (1-8) .. .. **427 Hours**

Job No. **1.** **69 Hours.**

1. Use of sewing machine, simple cutting etc.
2. Cooking and preservation of food.
3. Making a smokeless chula.
4. Mending and washing clothes.
5. Decoration and beautification of the home.

Job No. 2. **49 Hours.**

1. Preparation of diet charts, health charts.
2. Practical work in First-Aid and Home Nursing.
3. Toy-making and other hand work suitable for children.
4. Pictures and films—their use in relations to this programme.

Job No. 3. **59 Hours.**

1. Cultural and recreational programme in the centre.
2. Co-operative thrift society of the trainees.

Job No. 4. **74 Hours.**

1. To prepare charts and literacy material for neo-literates.
2. Study of existing crafts etc., selections depending on supply of raw-materials and marketing facilities, introducing new crafts accordingly for beauty, utility and subsidising of family income.
3. Spinning, weaving, basketry and soap-making.

Job No. 5. **49 Hours.**

1. Kitchen garden.
2. Fruit-growing and flower-beds.
3. Care of the cow, goats, pigs etc.
4. Poultry keeping at the centre.

Job No. 6. **44 Hours.**

1. Preparation of simple aids, e.g. posters, charts, khadi-graphs flashcards, puppets, etc.
2. Use of camera, film strips, and lantern slides.

Job No. 7. **44 Hours.**

1. Preparation of schemes and planning of programmes.
2. Visits to Welfare Projects, Panchayat meetings, Co-operatives etc. in order to observe how they work.

Job No. 8. **39 Hours.**

1. Preparation of records and registers—and how to keep them
2. Making of budget and keeping accounts.
3. Evaluation of a project undertaken in their field work.
4. Preparation of a work-kit.

III—FIELD WORK

JOB-TRAINING 1—8

MUKHYA SEVIKAS

(Women Extension Workers)

P.S.

It is recommended that no field work be started until six to seven weeks of training has been given to the trainees.

Theory	—	450 Hours.
Practical and field work	—	819 Hours.

Field Work (1-8) .. .. 392 Hours

Job No. 1. **69 Hours.**

1. Home visits and group discussions.
2. To give demonstrations of cooking and preservation of food, of smokeless chulahs.
3. Drives for decoration and beautification of the home for clean homes and cleanliness of the surroundings of the village and village wells.
4. To help to organise drives such as for vaccinations, cleanliness, home decoration etc.

Job No. 2. **49 Hours.**

1. To help to organise balwadis and children's parks, in co-operation with existing block staff.
2. Organising excursions, film shows etc.
3. Introducing cleanliness and personal hygiene for children and distribution of milk with the help of Gram Lakshmies.
4. To help to organise baby shows in co-operation with the block staff; toy-making and other hand-work activities for the children.
5. To get acquainted with the dai-training programme of the lady health visitors.
6. To study the average number of children per family and attitude of parents regarding family planning. To educate the parents especially women, regarding the need for family planning and to help them to contact maternity centres and lady Health Visitors for technical help regarding family planning.
7. Demonstration of first-aid home-nursing.

Job No. 3. **64 Hours.**

1. To help organise Mahila Samities, Kathas, Kirtans and Bhajans and other cultural and recreational programme.
2. Home visits and to organise group discussions various home improvement schemes.
3. To organise radio-listening groups.
4. To organise women's camps, including those of "Gram Lakshmies."
5. To organise excursions and study tours for village women.

Job No. 4. **59 Hours.**

1. To organise craft classes for women.
2. To organise competitions and exhibitions for craft and literacy.

Job No. 5. **39 Hours.**

1. Demonstration of how to make kitchen gardens and compost pits.
2. Instruction and demonstration of care of cattle and poultry etc.
3. Vegetable and fruit shows.
4. Demonstration regarding storage of grains, protections against pests etc.

Job No. 6. **44 Hours.**

1. Use of audio-visual aids for various programmes.
2. Teaching handwork to village children.
3. To assist in organising an exhibition of local arts, crafts and Industries.

Job No. 7. **34 Hours.**

1. Conducting surveys with special reference to women and children's welfare.
2. Study of practical problems arising out of 'Co-ordination'.
3. Training of prospective women panchayat members regarding their role and responsibilities.

Job No. 8. **34 Hours.**

1. Observation of group-projects undertaken by an extension worker.
2. Study tour of various extension projects in a block.

---

12. A BROAD OUTLINE FOR TRAINING OF GRAM SEVIKAS

The outline suggested for training Gram Sevikas is for a course of one years' duration. In the training, field work must be related to the syllabus on one hand, and to the Gramsevikas' functions and duties in the Projects on the other hand. Field work should cover about half the working time of the training period. Village contacts and practice in the conduct of various activities which fall within the scope of C.D. and Welfare Extension Programme should be given the emphasis.

I. *Introduction* :

1. Rural Society in India—its family system, customs and traditions, attitudes and beliefs.
2. Village economy—Panchayats and Co-operatives.

II. *Maternity and Health* :

1. Mother and child care (including education for the need and importance of family planning).
2. Personal and environmental hygiene.
3. Problems of health in the village.
4. First Aid and Home Nursing—simple household remedies.

III. *Agriculture and Crafts* :

1. Family farming, kitchen-garden, care of cattle, poultry etc, seri-culture, bee-keeping and fisheries (according to regional conditions as well as those that are common).
2. Crafts and Cottage Industries (according to regional conditions as well as those that are common).
3. Soak-pits and compost pits, especially saving of cowdung for manure wherever possible.

IV. *Home Improvement* :

1. Food and water.
2. Making and mending and washing of clothes.
3. House-hold management (including family budget).

4. Child development family relationships.
5. Decoration and beautification of the home.
6. Village Housing.

V. *Community Services for Women and Children* :

1. Assisting in the organisation of Balwadis, creches etc.
2. Assisting in the organisation of cultural and recreational activities, for women and children.

VI. *Orientation in Community Development and Extension Programmes.*

1. Principles and methods of extension.
2. Introduction to the Five Year Plans with special reference to (a) Community Development Projects.
3. Welfare Extension Projects.

VII. *Office Work* :

1. Office procedures—filling up of form and keeping records. Planning of work and programmes.
2. Accounts and Stores.

Note :

I, V and VII are to be treated generally—more for orientation and as background material, whereas the rest is to be treated more thoroughly for providing essential training and basic knowledge required for this training.

13. A BRIEF OUTLINE OF THE JOB CHART OF THE MUKHYA SEVIKAS

A. *Education and Information* :

1. Demonstrations (e.g., of kitchen garden).
2. Organisation of campaigns (e.g., for vaccination).
3. Organisation of fairs, exhibitions, competitions, recreational and cultural programme, etc.
4. Encouragement of the programme for home improvement (such as of improved diet, health and sanitation etc.) mass communication through mass media, e.g., audio-visual aids, puppet shows etc.
5. Any other extension work, such as promoting certain activities in field of education and social education, including education for family planning.

B. *Organisation of People's Programme* :

1. Women's programme such as Welfare projects and|or Mahila Mandals; Craft and Small Industries Centres; and co-operatives.
2. Mobilization of women's groups for various purposes in connection with the programme.
3. Children's programmes such as Balwadis and creches; children's clubs and play-centres; scouting and guiding etc.
4. Camps, short courses, etc., for development of village leaders specially Women Panchayat members, etc.
5. Promotion of programmes for education for citizenship.

C. *Co-ordination* :

Seeking co-operation of, and co-ordination with

1. Other extension officers in the block, and where necessary, those in the district or the State.
2. Workers from other departments of the State, e.g., Health (including family planning clinics), education, especially the village school teacher, Co-operation, Industries etc.

3. Such agencies (besides the State Social Welfare Board) as are at work in the rural areas, e.g., Khadi and Village Industries Commission, Handicraft Board, and securing financial assistance from the Bharat Sevak Samaj, Small Savings, Gram Dan, etc.

D. *Administration* :

1. Planning of work (individual and team work, as well as planning for both daily as well as monthly, quarterly, or annual programme).
2. Keeping accounts.
3. Keeping office records, registers, diaries etc.
4. Preparing reports, charts, etc.
5. Maintenance of stores, equipment, etc.
6. Holding and attending meetings.
7. Visiting projects, villages, etc.

E. *Supervision and Evaluation* :

1. The work of Gram Sevikas with a view to giving assistance and guidance.
2. The Balwadis and the work of Balwadi teachers.
3. Work of Craft Instructors.
4. The work of village leaders and others such as "Gram Lakshmies" assisting the programme.
5. The work of dais and midwives (not the technical side of it).
6. Women's centres such as Mahila Mandals, Crafts|Industries Centre, Women's Co-operatives, etc.

Printed by the Production Officer, United Press, Government of India, Old Secretariat, Delhi-8.